

## Creating an Account For the eMBEDDED LEARNING ACADEMY

1. Go to [www.EmbeddedLearningAcademy.com/pde/21](http://www.EmbeddedLearningAcademy.com/pde/21)
2. Login to the Learning Management System (LMS) by Choosing “Login” in the upper right corner of the website.

The screenshot shows the Embedded Learning Academy website. The header includes the site name and a navigation menu with links like Home, Facilitators, Managers, Monitors, Learners, Upgrades, Graduate Education, About Us, and Help. A sidebar on the left lists resources for the 21st Century Teaching & Learning Series. The main content area features a large advertisement for becoming an online graduate facilitator, including a photo of a woman and a list of topics like 21st Century Teaching & Learning, Early Literacy, and Coaching. Below this, there's a section for the 21st Century Teaching & Learning Series, featuring the Pennsylvania Department of Education logo and information about the 2008 Cohort I Progress Meeting.

### 3. Select “Create an Account”

\*If you have the Chief Admin Account, login with the username and password provided.

**Already have an account?**

If you already have an account for taking courses on LearningAccount.net, enter your username and password below.

Username:

Primary email address

Password:

[Forgot your username or password?](#)

**Need to create an account?**

Click the "Create an Account" button below to create a new account for LearningAccount.net.

#### 4. Complete Steps 1 – 4.

#### 5. Step 1 will ask you for basic account creation information.

**Note\*\*** Please use an email address that is easy for you to access. There will be a validation code sent to the email address that you have used to create the account that you will need to access to validate your account.

The screenshot shows a web form titled "Step 1: Enter Your Account Information". At the top, there are four numbered circles (1, 2, 3, 4), with circle 1 highlighted in orange. Below the title, a red line indicates a required field. The form contains the following fields and instructions:

- First Name:** Text input field.
- Middle Name:** Text input field.
- Last Name:** Text input field.
- Primary Email:** Text input field. Below it, a note states: "Your primary email address will be your username for logging into the system. It is also used to send you important information about your account. Please use an address that you can access throughout the year. If you do not have an email address and would like to obtain a free one, click [here](#) for information."
- Screen Name:** Text input field. To its right is a blue "Suggest" link. Below it, a note states: "Your screen name is the name other learners will use to refer to you. Please choose a professional name."
- Password:** Text input field.
- Re-enter Password:** Text input field. Below it, a note states: "Your password must be at least 6 characters long. Choose a password that would be difficult for others to guess. Please make a note of your password – you will need it each time you log into the system."

At the bottom, there is a checkbox labeled "Check this box if you wish to be notified of new course offerings or special savings." which is checked. Below the checkbox are two buttons: "Next" and "Cancel". At the very bottom, a small copyright notice reads: "Copyright 2008 Learning Sciences International. All Rights Reserved".

#### 6. In Step 2 you will need to retype your password, this will log you into your account.

The screenshot shows a web form titled "Step 2: Login". At the top, there are four numbered circles (1, 2, 3, 4), with circle 2 highlighted in orange. Below the title, the text "Log in using this username:" is followed by the email address "jmgeary@learningsciences.net" which is underlined. Below this, a bullet point states: "Login using this username and the password you created in the previous step."

The form contains the following fields and instructions:

- Username:** Text input field containing "JGeary1". Below it, a note states: "Primary email address".
- Password:** Text input field with masked characters (dots).

At the bottom, there are two buttons: "Login" and "Cancel". At the very bottom, a small copyright notice reads: "Copyright 2008 Learning Sciences International. All Rights Reserved".

**7. In step three you will need to fill in a box called Subscription ID with your PPID. You can leave the Passcode field blank in this step.**

**IMPORTANT: If you receive a message that indicates that your PPID is already in use, or you do not have a PPID, please contact our technical support team at 877-574-1638.**

**8. You will then be logged into your account.**

**9. You must log in from the [www.EmbeddedLearningAcademy.com/pde/21](http://www.EmbeddedLearningAcademy.com/pde/21) website to access your districts LMS. You will know that you are logged in correctly if the photo on the Welcome page shows the PDE logo in the top left.**

**Please remember you will receive an email to the email address applied to the account that will contain your validation code, which you will be prompted to enter the next time you go to log into your account. You will need to validate your account.**



**For any questions related to account creation or log in, please contact our technical support team at 877-574-1638.**